How to Set Booking Hours, Breaks, and Time Off in Biz

Haircut Now Biz App · https://haircutnow.com/docs/how-to-set-booking-hours-breaks-and-time-off-in-biz/

Booking availability controls when clients can schedule appointments through your connected Marketplace calendar.

Set weekly hours

1. Open **Schedule → Manage → Weekly hours and breaks** when available.
2. Select a day.
3. Mark it as a working day or closed.
4. Enter start and end times, checking AM/PM.
5. Add or remove breaks.
6. Apply the day’s changes.
7. Choose **Save weekly hours** to save the schedule.

If you copy hours to another day, review the copied times and save. A message that hours were copied is not the final save confirmation.

Add time off

Open **Manage → Time off**, then **Add time off**. Choose full-day/multiple-day time off or the available timed option. Enter the dates and times and save.

Use **Remove this time off** only when you intend to make that period available again.

Check the time zone

Calendar times use the zone shown in the appointment tools. Review it before entering hours or time off, especially when traveling.

Verify the result

Reopen the saved schedule or time-off list. Check the public booking flow for the intended availability.

Existing appointments should be reviewed separately when changing your hours; do not assume a schedule edit cancelled or rescheduled them.

Same-day requests

Weekly booking hours are not a same-day request availability switch. Same-day requests remain a separate workflow. Walk-In Manager team check-in also belongs to a different product.